

SECRET

ER-5-8355

CONFIDENTIAL  
JUL 17 1954

Training 2-2

MEMORANDUM FOR: Assistant Director for Personnel

SUBJECT :

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1. As you are aware, subject employee has been assigned to a Career Development Slot for training which I am sponsoring as Head of the Administration Career Service. He will occupy this assignment for a period of approximately two years, and will then be assigned to an appropriate Administrative Officer position within the Clandestine Services, probably overseas.

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2. The first phase of [redacted] training is a six-months tour of duty in your Office. This duty will provide [redacted] with valuable experience which will equip him to perform better the diversified duties of an Administrative Officer, particularly the personnel responsibilities which such officers frequently assume. It is believed, furthermore, that your Office will benefit from this arrangement, since [redacted] is a very capable employee with great potential for all phases of administrative work, and since the length of his tour in your Office will permit you to use him productively for at least several months.

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3. In view of the purpose of [redacted] training, it is my recommendation that the bulk of his productive service in your Office be in the Placement and Utilization Division. Service in that Division, particularly in the support of the Clandestine Services, appears to offer experience which is most directly pertinent to his future assignment within the Clandestine Services. It is further recommended, however, that [redacted] receive a thorough orientation in all facets of the operations of your Office. I know that you have conducted this type of orientation many times before, and will tailor your orientation plan to [redacted] needs.

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4. This development plan for [redacted] was initiated because he is an employee of considerable promise. The experience which he acquires during the training period will change much of his potentiality to actual ability. I would appreciate it very much if you could take an active personal interest in his training and development, and if you would stimulate this same interest in those with whom [redacted] will associate in the Office of Personnel. I would also appreciate receiving a Fitness Report and your informal evaluation of [redacted] at the expiration of his duty with you.

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SA-DD/A:DST:mrp (28 July 1954)

Distribution:

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CONFIDENTIAL  
L. J. WHITE  
Deputy Director  
(Administration)